

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** DIRECTOR BUILDING

**Date:** 9/1/06

**Position Level:** 12

**FLSA Status:** Exempt

**Class Code:** 12-4

### GENERAL DESCRIPTION

Responsible for coordinating the operations and interactions of the three Building Department offices in conjunction with the other Growth Management departments in keeping with Monroe County's mission, vision and values.

### KEY RESPONSIBILITIES


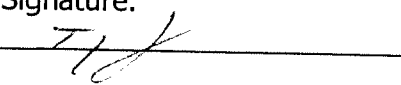
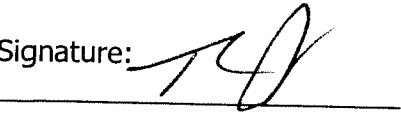
1. \*Coordinates with the Building Official on the overall budget planning, development and management of the Building Department.
2. \*Represents the Building Department to residents, visitors, civic, educational and other organizations.
3. \*Coordinates internal building department operations with other departments within the division as well as other County divisions and departments.
4. \*Responsible for supervising, advising and evaluating subordinates in developing goals, objectives and programs of service for the department in keeping with Monroe County's mission, vision, and values.
5. \*Coordinates with the Building Official on the short and long range planning for Building Department services and needs including overall development of customer service practices, space utilization, and personnel.
6. \*Responsible for creating and implementing improvement processes with measurable results.
7. \*Coordinates the department's responsibilities for processing, reviewing, approving and issuing building permits.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> DIRECTOR, BUILDING	<b>Class Code:</b> 12-9	<b>Position Level:</b> 12
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<b>KEY JOB REQUIREMENTS</b>	
<b>Education:</b>	Bachelor's degree in Business, Management, or Administration.
<b>Experience:</b>	7 to 10 years experience (At least 5 years of management experience).
<b>Impact of Actions:</b>	The work involves leadership which routinely affects multiple departments of Monroe County and the community in a demonstrable way.
<b>Complexity:</b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<b>Decision Making:</b>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<b>Communication with Others:</b>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<b>Managerial Skills:</b>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<b>Working Conditions/ Physical Effort:</b>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<b>On Call Requirements:</b>	May be required to be on call during or following natural disasters.

APPROVALS		
<b>Department Head:</b>		
Name: <u>JOSEPH PASKALIK</u>	Signature: <u></u>	Date: <u>8-1-04</u>
<b>Division Director:</b>		
Name: <u>Ty Symroski</u>	Signature: <u></u>	Date: <u>8/1/2006</u>
<b>County Administrator:</b>		
Name: _____	Signature: <u></u>	Date: <u>9/25/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

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Signature:

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Date:

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